



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA

VACANCY ANNOUNCEMENT 16-3 JUDICIAL LAW CLERK

Salary: \$59,246 - \$99,785

Closing Date: Open Until Filled

The United States District Court for the Northern District of Florida is seeking qualified applicants for the full-time position of term judicial law clerk. Term law clerks may be appointed for up to four years. The judicial law clerk serves as a legal advisor to the Honorable Charles A. Stampelos, United States Magistrate Judge, Tallahassee Division. Law clerk duties include management of civil and criminal cases, legal research, drafting orders, and clerical and administrative duties. Chambers arrangements do not provide for a secretary for the Judge or law clerks.

Minimum Qualification Requirements.

To qualify for the position, an applicant must have the following minimum qualifications: (1) law school graduate with academic standing in the upper quarter of the class, with law review or journal experience preferred; (2) excellent research, writing, proofreading, and communication skills; (3) proficiency in computer-assisted legal research; (4) proficiency in Word with excellent typing skills; (5) good character, maturity, and a willingness to work long hours. Individuals who have been admitted to The Florida Bar and have federal court litigation or clerkship experience are preferred.

Benefits

Judiciary employees serve under excepted appointments (not civil service). Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

Applicant Information

Applicants must be a citizen of the United States or eligible to work in the United States. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. The selected candidate will be subject to a background check as a condition of employment. Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on the Court's website: www.flnd.uscourts.gov. Starting salary commensurate with legal work experience and prior pay history. Position is open until filled, with an anticipated fill date of October 3, 2016. The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

Qualified applicants should submit a current resume, a completed application form (AO-0078), a law school transcript, a writing sample that has not been edited by anyone other than the applicant, and two letters of recommendation. The applicant shall provide day and evening

telephone numbers, GPA, and class rank (if provided by the applicant's law school). Individuals selected for interview may be tested for skills in typing, computer-assisted research, proofreading, and ability to check legal citations and present them in proper Bluebook form. Before an offer of employment is made, the individual being considered for employment must provide references at current and previous places of employment who may be contacted by the Judge. Send application packets to:

ATTN: Judicial Term Law Clerk Vacancy 16-3
Magistrate Judge Charles A. Stampelos
Northern District of Florida
United States Courthouse
111 N. Adams Street
Tallahassee, FL 32301

THE UNITED STATES FEDERAL COURTS ARE AN EQUAL OPPORTUNITY EMPLOYER